



**Checklist for Equivalency**  
(Re: NFPA 1021, Chapter 2, 1992 edition)  
(Ill. Admin. Code, Sect. 140.18)

**MANAGEMENT I**

**ORIENTATION**

- \_\_\_\_\_ 4-1.1. Identify the requirements for Fire Officer Certification as prescribed by the Office of the State Fire Marshal, Division of Personnel Standards and Education.
- \_\_\_\_\_ 4-1.2. Identify the areas of responsibility of a company officer.

**HUMAN RESOURCE MANAGEMENT**

- \_\_\_\_\_ 4-2.1. Identify four theories of management.
- \_\_\_\_\_ 4-2.2. Identify the elements/functions of management.
- \_\_\_\_\_ a) Planning
- \_\_\_\_\_ b) Organizing
- \_\_\_\_\_ c) Implementation
- \_\_\_\_\_ d) Evaluation
- \_\_\_\_\_ 4-2.3. Identify the principles of:
- \_\_\_\_\_ a) The planning process
- \_\_\_\_\_ b) Development of goals and objectives
- \_\_\_\_\_ c) Problem solving
- \_\_\_\_\_ d) Utilizing a budget as a planning tool
- \_\_\_\_\_ e) Operational and master planning
- \_\_\_\_\_ 4-2.4. Identify the elements of Maslow's Hierarchy of Needs and describe how these elements affect motivation.
- \_\_\_\_\_ 4-2.5. Identify leadership and describe leadership styles.
- \_\_\_\_\_ 4-2.6. Identify the dimensions of leadership and the five types of power.
- \_\_\_\_\_ 4-2.7. Identify the predominate type of verbal order or command that an officer would use in each of the following situations: (2-2.2)
- \_\_\_\_\_ a) During an emergency operation
- \_\_\_\_\_ b) While working in the station
- \_\_\_\_\_ c) During a training session.
- \_\_\_\_\_ 4-2.8. Identify the basic principles of policies, rules and procedures.
- \_\_\_\_\_ 4-2.9. Identify the types of corrective action required in a given personnel situation. (3-2.3)
- \_\_\_\_\_ 4-2.10. Identify how the types of corrective action identified in 4-2.9 are used as a tool of supervision. (3-2.3)

**HUMAN RESOURCE MANAGEMENT (CON'T)**

- \_\_\_\_\_ 4-2.11. Identify how to objectively evaluate and counsel members to encourage their development to full capacity. (4-2.3)
- \_\_\_\_\_ 4-2.12. Identify the types and procedures for interviews.
- \_\_\_\_\_ **4-2.13.\* Demonstrate the ability to plan, assign, coordinate activities, and establish priorities at the unit level, given the job requirements of subordinate positions. (2-2.6)**

### **COMMUNITY AWARENESS/PUBLIC RELATIONS**

- \_\_\_\_\_ 4-3.1. Identify the relationship of each of the following factors within the community in relation to the local fire problem: (2-3.1)
- \_\_\_\_\_ a) Economic conditions
  - \_\_\_\_\_ b) Religion
  - \_\_\_\_\_ c) Race, ethnic, and age factors
  - \_\_\_\_\_ d) Community organizations
  - \_\_\_\_\_ e) Family structure.
- \_\_\_\_\_ 4-3.2. Identify the procedures to follow when handling citizen complaints and inquiries. (2-3.2)

### **ORGANIZATIONAL STRUCTURE**

- \_\_\_\_\_ 4-4.1. Identify the basics of:
- \_\_\_\_\_ a) The organizing process
  - \_\_\_\_\_ b) Line and staff differentiation
  - \_\_\_\_\_ c) Principles of integration and coordination of the roles and functions of the various tasks
  - \_\_\_\_\_ d) Company organizational structures
  - \_\_\_\_\_ e) Span of control
- \_\_\_\_\_ 4-4.2. Identify the authority and responsibility of each component of the fire department. (2-4.1)
- \_\_\_\_\_ 4-4.3. Identify the public and private state/provincial organizations that support the fire protection services. (4-4.3)
- \_\_\_\_\_ 4-4.4. Identify the functions of the organizations identified in 4-4.3.
- \_\_\_\_\_ 4-4.5. Identify the public and private local organizations that support the fire protection services and describe the functions of each. (4-4.4)
- \_\_\_\_\_ 4-4.6. Identify the public and private national organizations that support the fire protection services and describe the functions of each. (4-4.2)

## **BUDGET**

\_\_\_\_\_ 4-5.1 Identify the department budget process and its impact on the unit operation. (2-6)

( ) Indicates reference to objectives in NFPA Standards

**BOLD** Indicates practical objectives

\* Indicates practical objectives that can either be completed as part of a course or from completed departmental work.